

# MEMORANDUM

# STATE OF CALIFORNIA

**TO:** California Citizen Corps Program Grant Recipients

**FROM:** Adam Sutkus  
California Service Corps  
Citizen Corps State Director

**DATE:** October 28, 2004

**SUBJECT:** California Citizen Corps Program Update

This correspondence is directed at Citizen Corps Program (CCP) grant and program managers and Operational Area contacts. The topics addressed in this update memorandum involve different years in the grant and program cycles, but are all of a timely nature. The following topics are addressed in the update:

- 2005 Appropriation Finalized
- Volunteer Management Plan Template To Be Released In November
- Strategic Implementation Plan—Now “Optional” With Choices
- Functioning and Approved Citizen Corps Council by Grantees—By Dec. 31
- Progress Report Information for 03 and 04 Grants
- 2003 Grant—No Extensions Will Be Approved
- 2004 Grant Program Short Summary Needed
- Katrina Rosseini—Centralizing Grant Monitoring On Our Staff
- 2005 Technical Assistance Workshops
- Hurricane Deployment of Volunteers—After Action Meeting In D.C.
- State Citizen Corps Council Meeting—December 13 In Fresno

Please contact the Citizen Corps Program state staff if you have any questions and/or need additional information.

And once again, thank you for your hard work and support for this important program in California’s homeland security effort!

## **2005 Appropriation Finalized—Citizen Corps Program Cut**

The 2005 Homeland Security Appropriation was recently signed by the President and, unfortunately, contains a significant cut in the National Citizen Corps allocation—\$15 million for Fiscal Year 2005. By comparison, the 2004 appropriation was \$40 million; the 2003 appropriation was \$20 million; and 2002 was \$25 million.

The impact to California's programs could be substantial. 80% will still be offered directly to local government, but the total dollar amount will be from the smaller amount offered in 05. We are in close contact with the Office of State and Local Program Coordination and Preparedness, where Citizen Corps oversight exists within DHS about this issue. At a national Homeland Security conference in Washington, D.C. in Mid October, the cut in Citizen Corps funding was a major topic of discussion among the state CCP points of contact present. Several strategies and options for the 2005 year are being investigated with a goal of mitigating the impact of the cuts through new guidance and technical assistance programs—while also looking toward the 2006 cycle to rectify the problem.

The funding cut contradicts what is a successful trend in Citizen Corps nationally. Citizen Corps Councils have increased in numbers, as have CERT programs and Medical Reserve Corps units; DHS has funded and is staffing Regional Citizen Corps coordinators that are operating out of the FEMA regional offices (R.9 is lucky to have Wendy Walsh, an excellent resource for us); Citizen Corps local participants nationwide assisted with the hurricane response efforts on the east coast and received high marks; and major attention was recently focused upon America's local citizen preparedness activities during September's National Preparedness Month.

The federal Department of Homeland Security is mandated to deliver guidance to the states quickly regarding the method to apply for and receive the 2005 funds. The state Citizen Corps team is working closely with the CA Office of Homeland Security and CA Office of Emergency Services to deliver the guidance as soon as possible. As options are investigated with regards to the 2005 Citizen Corps program, we will communicate new information on a regular basis to our grantees and Citizen Corps community statewide.

## **Volunteer Coordination Annex—Being Released Mid-November**

The efficient coordination of spontaneous, unaffiliated volunteers during major disasters and emergencies has become an important element of any large operation. As part of the FY04 Citizen Corps Program (CCP), grant recipients are required to develop a draft Volunteer Resource Management Plan (renamed Volunteer Coordination Annex) due before the end of the two-year performance period (December 31, 2005).

The FY04 Homeland Security Grant Program (HSGP) Grant Guide for Local Governments indicated that GO SERV (now the CSC) would provide a Volunteer Coordination Plan template during the first half of the calendar year 2004. As a result of a longer than expected planning process, the CSC re-timed a release of the document

before the end of the first half of the two year performance period (December 31, 2004).

We are pleased to report that the template is almost completed and is expected to be released in mid-November. We would like to thank the strong support and hard work of the Governor's Office of Emergency Services in this effort, as well as the many stakeholders who participated in the public workshops and offered comments.

Although the use of the outline is not required, the benefits of using this model are several. It provides a comprehensive format that covers critical elements of volunteer resource planning. With the majority of local governments using this outline, similar and coordinated plans will be developed across the state. A similar state plan will add another integrated layer of coordinated planning.

### **Strategic Implementation Plan—Now “Optional” With New Choices**

As part of the 2004 CCP, grant recipients are required to develop and submit a Strategic Implementation Plan before the end of the two-year performance period (December 31, 2005). The FY04 HSGP Grant Guide for Local Governments indicated that GO SERV (now CSC) would provide a Strategic Implementation Plan template during the first half of the calendar year 2004. Although the release of this guide was delayed by a longer than expected planning process, we are now including 3 choices to fulfill this aspect of the 2004 CCP grant:

Option 1—the “Short Form”: Use the attached “Short Form” template for a simple and brief strategic implementation Plan for your jurisdiction's Citizen Corps program;

Option 2—the “Long Form”: Use the attached “Long Form” template for a more detailed and specific strategic implementation process for your jurisdiction that allows for multiple programmatic targets for the longer term, and provides for a stand-alone management tool.

Option 3—waive the requirement: Notify the state CCP staff that this item will not be completed for the 2004 grant cycle. (After talking to many grantees, this option has been added in recognition of the challenges many local grantees face in implementing numerous grant programs dealing with homeland security.)

It should also be understood that using the Option 1 and 2 templates are not required. Grant recipients may use any format that identifies short-, mid-, and long-term goals, key process steps and implementation issues to achieve the CCP mission consistent with the state and national homeland security strategies. For additional assistance with the Strategic Implementation Plan process, contact Adam Sutkus on the state CCP staff.

### **“Functioning and Approved” Citizen Corps Council By Grantee**

Critical reminder: The FY04 CCP grant requires the development of a “functioning and approved” county or “major city” Citizen Corps Council. The deadline is the end of the second quarter of the performance period—December 31, 2004. Each Council should have the required members as outlined in the FY04 HSGP grant guidance package; have registered themselves on the FEMA website; and have met as a Council

organizational body to begin ongoing work on emergency volunteer/Citizen Corps program issues. Please contact Adam Sutkus, 916-324-3056, regarding any City/County formation questions or issues.

## **Progress Reports—2003 and 2004 Information**

2003 CERT Grant: A reminder that the 3<sup>rd</sup> quarter report—covering July 1 through September 30, 2004—for the 2003 CERT grant has been waived. Originally required by October 15, 2004, it was waived to be consistent with the reporting timelines for other homeland security grants in California. The Fourth Quarter progress report for 2003 CERT will still be required. It will also serve as your final grant report. The Fourth Quarter report should cover the performance period of July 1 through December 4, 2004. The Fourth Quarter report will be due on or before January 15, 2005.

2004 CCP Grant: The first report is due January 15, 2005 for the performance period December 1, 2003 – December 31, 2004. While the progress report format has not been released from the federal government, a draft reporting format was circulated previously for your reference to assist with information gathering efforts in the absence of a finalized report. CA State Citizen Corps, Homeland Security, and OES staff will be attending a training seminar from the Federal Department of Homeland Security in early November on the “Biannual Report” to be used for 2004 grant reporting process; as soon as the information is received by the state, we will inform you of the new reporting process.

## **2003 CERT Grant—Important Note: No Extensions To Be Granted**

As reported earlier in the October Citizen Corps newsletter, requests for extensions for the 2003 CERT Grant will not be considered. As a result, the following key dates must be clearly understood by all local Citizen Corps grant program managers:

- The end of the FY 03/04 CERT Grant performance period is December 4, 2004;
- All FY 03/04 CERT Grant activities must be completed by December 4, 2004;
- All FY 03/04 CERT Grant funds must be expended by December 4, 2004.

Please examine your ongoing work targets for the 2003 CERT Grant and plan accordingly—December 4, 2004 is less than 2 months away.

Once again: requests for extensions for the 2003 CERT Grant will not be considered!

## **Short Program Summary Needed—2004 Grant Projects**

As you are aware, the 2004 Citizen Corps Program local application (and the other homeland security grants as well) required only a basic “drop down” menu summary for the 2004 grant projects. This description did not allow for a more complete and working understanding of what the 2004 Citizen Corp projects involved in your jurisdiction.

In order to rectify this lack of knowledge for the 2004 Citizen Corps grants, we are asking for a short description—1 to 3 paragraphs—of your jurisdiction’s 2004 Citizen Corps project being funded by this year’s grants. Please address the basic information below in your brief summary:

- What is the overall goal of your Citizen Corps projects for 2004?
- What will the funds be used for?
- Who are the main partners involved with the project?
- What are the key outcomes and deliverables you are working to achieve?

The Citizen Corps 2004 project summary should be sent via email to Katrina Rosseini on the Citizen Corps state staff. Please deliver the summary to Katrina by November 30<sup>th</sup>, 2004.

### **Katrina Rosseini—Centralizing Grant Monitoring**

With the end of the 2003 CERT grant approaching, the Citizen Corps Program staff at the California Service Corps have centralized all ongoing grant process monitoring with Katrina Rosseini for ease of communication and follow-up. Please contact Katrina with all your daily Citizen Corps and CERT grant questions. She can be reached at 916.445.9944 or [Katrina.Rosseini@csc.ca.gov](mailto:Katrina.Rosseini@csc.ca.gov).

### **2005 Technical Assistance Workshops**

In partnership with the Governor’s Office of Emergency Services, a series of regional Citizen Corps Program/Mitigation Planning local workshops are being planned for the first quarter of 2005, most likely in early March. We will keep you informed regarding dates and draft agenda items. If you have suggestions for specific technical assistance topics that would be useful to have addressed in the local workshops, please contact Adam Sutkus on the Citizen Corps Program state staff.

### **Hurricane Deployment of Volunteers—New Procedures Envisioned**

Thank you to all who offered comments to the Citizen Corps state staff regarding the process used for deploying Citizen Corps-registered volunteers to the hurricanes. The resounding majority of comments received focused on the need for treating these trained, specialized volunteer resources like any other “state resource” and they should be requested and deployed through a single state point of contact. This point of view was communicated clearly to the FEMA/DHS reps who gathered in Washington with many other state Citizen Corps Points of Contact to review the process. The desire to handle the call out in this way was echoed by the other states present as well.

The benefit of using a wide call-out for temporary workers in the disaster zones should be recognized; in general, the national press and the affected states found the Citizen Corps-registered temporary employees extremely valuable. With a change in procedure to locate these resources through the states in a more orderly fashion, a new chapter of using volunteers in new, effective ways may have been found.

## State Citizen Corps Council Meeting—December 13<sup>th</sup>, in Fresno

COME ONE COME ALL! At long last, a new model is being adopted to utilize the talents contained within the member agencies of the current State Citizen Corps Council workgroup and new interested individuals. This group has met intermittently since early 2003—primarily by teleconference and for small group projects (such as the stakeholder workshops used to capture feedback and designs for the Local Volunteer Management Template). We will now be combining State Council meetings with local Citizen Corps Council meetings throughout the state—with the goal being to highlight successful and innovative local efforts and bring key state players to local areas for joint briefings to maximize collaboration. Fittingly, the City of Fresno—one of California's premier Citizen Corps Councils—will host this first locally-based State Citizen Corps Council meeting. Agenda and details to follow. The meetings will be widely communicated and open to the public. The press will be invited as well.

With this being the first of our new model of State Citizen Corps Council meetings, much is still in development. If you are interested in attending the meeting, please email or call Adam Sutkus at the CA Citizen Corps Program.

### Your State Citizen Corps Contacts:

Adam Sutkus. Program Director	916.324.3056	<a href="mailto:adam.sutkus@csc.ca.gov">adam.sutkus@csc.ca.gov</a>
Greg Chun. Program Assistant Director	916.324.7947	<a href="mailto:greg.chun@csc.ca.gov">greg.chun@csc.ca.gov</a>
Jim Brown. CERT Program Officer	916.322.1536	<a href="mailto:jim.brown@csc.ca.gov">jim.brown@csc.ca.gov</a>
Katrina Rosseini. Grants/Special Projects	916.445.9944	<a href="mailto:katrina.rosseini@csc.ca.gov">katrina.rosseini@csc.ca.gov</a>
Main California Service Corps number:	916.323.7646	
CA Citizen Corps email primary address:		<a href="mailto:citizencorps@csc.ca.gov">citizencorps@csc.ca.gov</a>
Web Address—CSC/Citizen Corps		<a href="http://www.csc.ca.gov">www.csc.ca.gov</a>